



CONTACT

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SKILLS

- regulatory compliance
- audit management
- customs regulations
- training development
- documentation preparation
- risk assessment

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION, UNIVERSITY OF
MIAMI**

ACHIEVEMENTS

- Improved compliance audit scores by 35% over two years.
- Awarded the Compliance Excellence Award for outstanding performance.
- Developed a compliance training program that increased staff awareness by 50%.

Michael
ANDERSON

COMPLIANCE COORDINATOR

Proficient Trade Regulation Officer with a strong foundation in regulatory compliance and enforcement within the trade sector. Specializing in import/export regulations and the management of compliance audits, this professional has a proven ability to identify compliance gaps and implement corrective actions effectively. Demonstrated expertise in liaising with customs officials and regulatory agencies to ensure adherence to trade laws.

WORK EXPERIENCE

COMPLIANCE COORDINATOR

Trade Compliance Solutions

2020 - 2025

- Managed compliance audits to ensure adherence to trade regulations.
- Developed compliance checklists and training materials for staff.
- Collaborated with legal teams to address compliance issues proactively.
- Assisted in the development of internal compliance policies.
- Conducted research on regulatory updates affecting trade practices.
- Prepared documentation for customs and regulatory submissions.

TRADE REGULATION OFFICER

Customs and Border Protection

2015 - 2020

- Monitored trade compliance activities and conducted risk assessments.
- Facilitated training sessions for importers on compliance requirements.
- Reviewed and analyzed trade documentation for accuracy and compliance.
- Worked closely with enforcement agencies to resolve compliance issues.
- Prepared reports on compliance metrics for management review.
- Participated in trade compliance audits and investigations.